

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Pesticide and Fertilizer Application

Revised: 9/27/19

Purpose: To establish pesticides and fertilizer application standard which are in compliance with regulations set by the Department of Agriculture and Consumer Service. *Regulated under Code of VA Chapter 39, Pesticide Control and 2VAC5-685 through 690.*

Responsible Party/ies:

- Parks and Recreation Coordinator – Parks Division
- Landscape Maintenance Supervisor – Transportation Division
- Contractors - Supervisors of Any Affected Divisions

Performance Frequency: With each pesticide or fertilizer application

Documentation: All Documentation will be made available upon request.

- Pesticide / Fertilizer Applicator Preparation Checklist (Attached) ***Completed by each applicator personnel at the beginning of each season.***
- Chemical Spraying Records (Attached) ***Completed each time spraying occurs***
- Employee pesticide and fertilizer certifications are kept on file with Gene Pritts, Risk Management and Parks and Recreation Coordinator files.
- Pesticide licensure and inspections are retained on file by the Virginia Department of Agriculture and Consumer Services (VADCS).
- Herbicide and Fertilizer records are kept on file by the WeedSeeker Crew Leader

Training:

1. Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel responsible for the application of pesticides and/ or fertilizers within their first 60-days of employment.
2. Employees shall receive at least 40 hours of training on the safe and proper application of pesticides under direct, on-site supervision of a Certified Commercial Applicator prior to taking the Registered Technician Examination.
3. Application of fertilizer requires the applicator to hold a Certified Fertilizer Applicator certificate issued by the Virginia Department of Agriculture and Consumer Services (VDACS.)

Note: This includes not only city employees performing these applications, but also outside contractors. Contractor license verification must be verified by a City of Roanoke Supervisor within the Department/Division procuring their services.

1. Recertification:
 - a. pesticide applicator is required by VDACS every two years
 - b. fertilizer applicator is required by VDACS every four years

Trainees must complete the signature section below and a copy of the signed SOP shall be emailed to Environmental Management.

Procedure: At every application of pesticides and/or fertilizer, the employee must:

1. Have all their required VDACS Certifications and/or licensure current and up to date and Safety Data Sheets for all pesticide and fertilizer used.
2. Use Personal Protective Equipment (PPE) as required per the product label and Safety Data Sheet.
3. Wear required clothing: Closed steel toed boots and socks, long sleeve shirt and long pants and include a safety/ reflective shirt or vest if work area is near traffic.
4. Inspect Equipment: Ensure drain lines are closed, filter are in place and clear, check entire system for leaks prior to adding required chemical for applicable application process.
5. Required steps for application of pesticides and/or fertilizer:
 - A. Add chemicals to applicator tank prior to transport to job site, when practical to allow time for agitation/mixing.
 - B. Mix only the amount you plan to use for the job. (to eliminate waste and minimize the need for disposal and cost of disposal)
 - C. **Triple rinse** chemical containers when emptied and place rinse water into the spray tank; empty containers are crushed or hole punched; dated and initialed with permanent marker; then discarded in regular trash.
 - D. Apply and transport all chemicals according to label directions.
 - E. Apply **ALL** chemicals prepared for job to eliminate waste and minimize the need for disposal and cost of disposal.
 - F. Label end use containers exceeding 3 gallons liquid or 3lbs dry capacity with abbreviated labeling for identification as per the VDACS standard. (NO special labeling required). Information will be written on the spray tank, or on paper and affixed to tank.
 - a. **Information Required:** product name, active ingredients,, diluted concentration amounts, signal words- "Diluted" or "End Use Concentrate" and the EPA number.
 - b. In the event of a worker exposure or environmental release, this label will lead you back to the proper SDS for response and notification.
6. In the event of an accidental spills, all applicator operators are required to ensure that an emergency spill kit with moisture absorbent supplies is available, fully stocked and used for containment of spill.
7. For emergency spill assistance, contact supervisor at 540-853-2236.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov.

Pesticide / Fertilizer Applicator Preparation Checklist

Applicator Name (Printed): _____ Date: _____

Applicator Signature: _____

ITEM	YES	NO	COMMENTS	RESOLVED
Have required and up to date Certification or Licensure?			Certificate or Licensure #: Date:	
Proper PPE per product label and SDS shall be followed?				
Closed steel toed Boots and socks shall be worn?				
Long sleeve shirt and long pants shall be worn?				
Reflective shirts or vest- if working near traffic shall be worn?				
Equipment drain lines shall be closed as required?				
Filters shall be confirmed are in place and clear?				
Equipment shall always be checked for leaks?				
All tank applicators shall be properly labeled per chemical specifications?				
All chemicals mixed for the job shall be used as required?				
Empty Chemical containers shall be triple rinsed, crushed or hole punched?				
End of Use Containers shall always be properly labeled?				
Chemical Spraying Records Form shall always be completed?				

Send completed form to Environmental Management at: envmgt@roanokeva.gov.